

The Director of Logistics

19 May 1955

THUS : St/A/RR
Chief, D/B/RR

Office Business Machines - IBM Executive Type
Electric Typewriter

1. In accordance with [redacted] it is requested that one (1) IBM Executive Type Electric Typewriter, standard carriage, be furnished this Division. Use will be restricted to an experienced operator who will use this machine more than four hours daily. This machine would be in addition to one IBM standard electric typewriter which is required for Division administrative work.

25X1

2. This machine would be used in the preparation of reports of the inter-departmental NIS Program which covers the activities of the NIS Committee and the progress of work in the National Intelligence Surveys; in the preparation of the minutes of the NIS Committee meetings; in the preparation of the monthly and quarterly reports of the NIS Program which are distributed to the Defense Department and State, as well as within the Agency; for correspondence prepared for the signature of the Chief and Deputy Chief, D/B/RR and, on occasion, for correspondence prepared for the signature of the DDJ and the AD/RR. It will also be used for memoranda and various periodic and ad hoc reports required by the Deputy Director (Intelligence), the AD/RR, and various special committees. For some of the foregoing reports justification of margins is desirable.

3. The unusual activities of this Division involving the offices of the Chief of the Division, the Chairman of the NIS Committee and the NIS Coordinator require the Executive Model Electric Typewriter. The other electric typewriter would then be available to the Administrative Assistant for use in connection with personnel, budget, procurement and training matters. Significant savings would be realized in increased production and greater efficiency made possible through the acquisition of the additional electric typewriter.

25 YEAR
RE-REVIEW

D/B/RR:KAK:nh

K. A. KNOWLES

Attachment: Form No. 36-125

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